



HOW TO APPLY FOR SITE PLAN REVIEW

WHEN IS SITE PLAN REVIEW APPROVAL REQUIRED?

A site plan review is required for all new commercial and residential development, plus industrial development that abuts residentially zoned land if the Planning Director determines that the development would materially alter the appearance and character of the property or area or if it would be incompatible with City policies, standards and guidelines.

Site plan review includes design review of all proposed structures, fencing, signs, landscaping, etc.

WHAT IS ITS PURPOSE?

It is a way of insuring that development complies with Environmental, Zoning, and Building regulations, General and Neighborhood Plans, City Design Guidelines and requirements of the Public Works, Fire and Police Departments.

WHAT DOES IT COST?

There is a \$750 application fee for one single-family dwelling. The initial application fee for all other uses is a \$1,500 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis. [See Planning Fee Schedule.]

WHO APPROVES A SITE PLAN REVIEW APPLICATION?

An application may be approved by the Planning Director when all City design guidelines and City policies are met. Otherwise the Planning Director

will deny the application.

The Planning Director may refer it to the Planning Commission for decision because of the magnitude, controversy or location of a project or when all Design guidelines and policies are not met.

Action on a Site Plan Review that also requires approval of a Variance or Use Permit will be acted upon concurrently by the Planning Director or the Planning Commission.

A decision of the Planning Director or the Planning Commission is final, subject to conformance with the conditions of approval, unless appealed within 15 days of the Planning Director's decision or 10 days of the Planning Commission's decision.

WHAT ARE THE STEPS?

1. Make an appointment with a Planning Division staff member to determine which regulations apply to your project and what materials you need to prepare. At your request, or if a Planning Division staff member determines it would be helpful, a pre-application meeting will be set up with staff members from other departments in attendance as appropriate.
2. Submit a completed application, filing fee and required materials to the Planning Division.
3. The Planning Division will review your application to insure it contains adequate information to process it. If a public hearing is necessary, the Division staff will prepare a report analyzing your project for the Planning Commission and will notify you of the date of the

hearing.

4. Copies of your proposal will be referred to other city departments and other agencies for comment. Upon receipt of responses, the project planner will contact you if new or additional information or revised plans need to be submitted. Once your application is deemed complete, it will be acted on by the approving authority (see above).

WHAT MATERIALS DO I SUBMIT?

See “Development Application Instructions” available in the Permit Center or on the City of Hayward website.

HOW LONG DOES APPROVAL TAKE?

Administrative approval usually takes 3 to 6 weeks after an application is determined to be complete. If a public hearing is required, it usually takes 6 to 8 weeks after an application is deemed complete, or 10 to 12 weeks if accompanied by a Tentative Tract Map (subdivision). [NOTE: Indicated processing times **do not** include time needed by developer to revise and resubmit plans.]

If an Environmental Impact Report (EIR) is required, the process will take considerably longer. (For details about EIR requirements or other environmental concerns, see the Environmental Assessment Information Sheet.)

WHAT IS INVOLVED IN AN ADMINISTRATIVE APPROVAL?

Approval of an application by the Planning Director is final unless appealed. Notice of the Planning Director's decision is circulated to persons owning and occupying property within 300 feet of the boundaries of the project and to interested parties. If not appealed, the applicant may apply for a building permit pursuant to complying with the conditions of approval.

WHAT IS INVOLVED IN A PUBLIC HEARING?

Between ten and twenty days before a public hearing of an application, the applicant and all property owners and occupants within 300 feet of the boundaries of the project will be notified when the hearing will take place. The mailing list uses addresses shown on the latest assessor's records. At the hearing, the Planning Commission will consider the report and evaluate testimony from the applicant and his or her representatives and the public. After the public hearing portion of the meeting is concluded, the Planning Commission may conditionally approve the project, deny it, hold the matter over for redesign (with the applicant's consent) or refer the matter to the City Council.

MAY A DECISION BE APPEALED?

An applicant or anyone else who could be impacted by the decision of the Planning Director may appeal the Director's decision to the Planning Commission. An appeal of a decision of the Planning Commission is heard by the City Council. To appeal, a written statement explaining one's objection(s) must be filed within 15 days of the Planning Director's decision or within 10 days after the decision has been made by the Planning Commission. A public hearing will then be set to consider the appeal. Appeals are heard 4 to 6 weeks after the matter is appealed.

WHEN ARE HEARINGS HELD?

The Planning Commission holds public hearings on the Thursday evenings at 7:30 P.M. in the City Council Chambers, City Hall, 777 B Street, Hayward.